



Holton Public Schools Notice of Intent to Employ

Posting Date

April 20, 2022

Position

Business Manager

Qualifications

- Masters Degree in Finance or Accounting or a Bachelor's Degree with equivalent experience and training.
- Three (3) years of relevant accounting and/or budgeting experience, including budget report preparation, budget variance reporting and analysis, and governmental fund accounting.
- Computer experience required.
- Managerial and supervisor/experiences are required.
- Excellent interpersonal skills, and written oral communication skills are required.

Reports To

Superintendent

Essential Functions

- Provides district wide direction, coordination and leadership in school finance.
- Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting school finance.
- Takes the lead in developing improvements in the budget management of the school system, including budget methods, format and reporting.
- Arranges for and supervises preparation, publication and distribution for school district operating budgets as required by law and approved by the Superintendent and the Board of Education.
- Coordinates the presentation of, justification for, and preparation of all analyses required to understand the budget proposals for action by the Board.
- Supervises the development and refinement of a comprehensive and effective system of record-keeping to ensure compliance with all applicable policies, regulation, and laws for payroll and other compensation benefits, inventories, investments, cash flow, pupil accounting, accounts receivable, accounts payable, required federal and state finance reporting.
- Attends all regular meetings and as needed the special work sessions of the Board of Education.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. If you feel you have been discriminated against, please contact:

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- Prepares reports and other required documentation appropriate to the administration of the school district.
- Preparation for and responsibility of annual district audit.
- Manages/develops internal finance and cost controls for the district.
- Responsible for investing excess district funds as per Board of Education policies.
- Responsible for cash flow analysis for all district funds and prepares the Board of Education for cash shortfalls by providing borrowing information.
- Responsible for advising the Board of Education on millage alternatives for debt funds.
- Oversee all district funds.
- Responsible for monitoring and reporting of local, state, and federal grants.
- Assists in negotiations, facilities development, and school-community relations.
- Assists the superintendent in directing, improving, and coordinating the district's building and grounds, transportation, and food service operations.
- Manage payroll and human resources functions including open enrollment of all benefits, ACA reporting, and REP reporting.
- Assists other administrators with human resources responsibilities including hiring and evaluating.
- Performs such other duties and collateral assignments as directed by the superintendent.

Competencies

- Strong desire to focus on outstanding student achievement results in a short amount of time.
- Ability to help create and thrive in a professional environment that is one of mutual respect, teamwork, and accountability.
- Achieve results by taking risks and reflecting and acting on lessons learned.

Starting Date

As soon as possible

Terms of Employment

52 weeks; full benefits package

Salary commensurate with education and credentials.

Application Deadline

Wednesday, May 4, 2022 at 3:30 PM

Application Instructions

Please provide a letter of interest, current resume, copies of transcripts and credentials, and letters of reference to:

Dr. Adam Bayne, Superintendent
Holton Public Schools
6500 4th Street
Holton, MI 49425

Approved by Dr. Adam Bayne, Superintendent on April 20, 2022.